



RFP No. 0320-20-GMHS-FFE George Mason High School FFE

Date: March 11, 2020

ADDENDUM No. 1

To: **ALL PROSPECTIVE OFFERORS**

THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL.

CORRECTION: The RFP designation for this solicitation is [RFP No. 0320-20-GMHS-FFE](#)

A non-mandatory pre-proposal conference was held on March 5, 2020. The City Purchasing Office and Owner team reaffirmed language contained in the RFP and discussed subjects relevant to the FF&E RFP and the future RFDP. Questions from the conference and others received by email are documented below.

Questions: Questions are shown in bold black text with the response shown in bold red.

1) Where are submissions to be delivered?

Per the RFP directions, one (1) original and four (4) hard copies are required to be delivered in person, along with a USB containing a true copy of the signed original. Offerors should enter City Hall through the main building entrances and take the stairs to the right up one floor, then turn to the right. The Purchasing Agent's Office, Rm 204E, is located in the Finance Suite - there is a doorbell at the Finance suite entrance.

2) Please explain what is meant by the July 27 order date?

That is the deadline date to finalize the purchase order to allow adequate lead times for all selected furniture items. This has been dated by the Owner team to accommodate for the longest item lead time possible. The time span between the April 27, 2020 RFDP submission date and the July 27, 2020 order date is to allow for the back and forth value engineering and alternate selection process that may occur after the RFDP submission. If the final PO scope is finalized earlier, this date can move forward.

3) What is the first day of school for students?

January 5, 2021. Students leave for winter break from the old school and, when they return, are in the new building starting January 5, 2021.

4) Is there pricing requested with the RFP? As per Attachment C – Scope & specifications, you are requesting firm and detailed pricing for the products as shown on the FF&E drawing package. Is product



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pricing required to be included in this RFP proposal package? Right now, you are only looking for a general discount/pricing structure for the manufacturers, correct?

No pricing for this project is requested as part of the RFP. Pricing will be requested with the RFDP. No specific FF&E items should be priced at this time. Please provide typical manufacturer discounts as they relate to bulk purchases from manufacturers based on existing relationships. Respondents will not be "held" to that pricing; however, it is a criteria in evaluating the down-selection process. Pricing from previous comparable projects is requested as part of the RFP.

- 5) Are points A and B under Scope, Attachment C, on page 20 referring to the RFDP, which will take place after short list of potential suppliers has been decided?

Yes.

- 6) Please explain if there is a difference between Page 5, number 5, Letter F.) which reads "F.) Experience with Similar projects over the past five years, including references" and Page 6, Number 5, letter N.) which reads "N.) Examples of three relevant projects Offeror has completed within the last 3 years including cost information" as they both seem to be project experience related.

The intent of letter F is to get a broad sample of previous project experiences over a five year span with references. The intent of letter N is to get specific pricing from three relevant projects over a more recent timeframe.

- 7) What date does the RFDP 365-day pricing hold apply to?

The pricing hold applies from RFDP response date, currently projected as April 27, 2020.

- 8) What are the criteria for award? Is it lowest Price? Is the desire to select one or multiple vendors?

The basis of award is best value, not lowest cost, and the proposal that best suits the school system's requirements. Multiple awards may be possible, but the preference is to select one vendor.

- 9) Will a detailed specification package be issued listing quantities and specific items?

Yes, it will be issued with the RFDP. It will include specifications and quantity for each piece and will be issued with an accompanying updated set of FF&E drawings.

- 10) How closely does the current FF&E Package mirror the final package?

The majority of the final FF&E Package will closely resemble the current package. The biggest anticipated changes are to the Lounge furniture. The current plans have been provided in order to give a concept of quantity and layout.

- 11) Will the FF&E Package be bid exact? Will alternates be expected? Should Respondents provide multiple alternates for each item? Would you consider other manufacturing lines not listed here in this package or are you set with the ones listed?

- a. There will be some alternates requested. For example, there may be a request to price changing components for specific items (i.e. this chair has metal legs; offer us an option that has wood legs, etc.). The Owner will also entertain general alternates that satisfy both the requirements



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and quality of the specified piece. Generally, the Owner is comfortable with pricing alternates, but will request that the specified piece be priced as well.

- b. There may be language in the specifications speaking towards items or manufacturers that Owner is more interested in seeing alternates for and items which the Owner is less interested in seeing alternates for.
- c. Owner is also willing to entertain conversations regarding specific pieces or manufacturers that are driving up price or are making schedule less feasible. However, the school system reiterates that the schedule is part of what is being bought with the package.

12) Are there Mockups required?

Not at this time. In the RFPD process if there is substantial variation between what is specified and the alternate proposed, mockups for evaluation may be requested at no additional cost.

13) Are there any thoughts regarding additional items that would need to be procured after the initial procurement and install? It would be helpful for vendors in the negotiation of bulk pricing discounts with manufacturer to be able to list a projected percentage of "Day 2" items.

Nothing extensive is currently projected. It is the school system's intention to purchase a complete package. If additional items were needed, it would most likely be additional loose laid furniture necessitated based upon use. Vendors would be bound to the entirety of the 365-pricing guarantee.

14) What is the RFDP timing?

The projection in the RFP is that the RFDP issuance will be on April 6, 2020, with the RFDP due on April 27, 2020. This timeline will be confirmed and clarified in the RFDP.

15) How should overtime pricing be addressed in the RFDP?

All assumptions and qualifications should be clearly stated with add alternates for different options. Vendors should include all pricing options that they believe may be necessitated to achieve the schedule.

16) What about furniture that is moving over? Will it be identified on the plans or will that coordination happen at a later date?

Most of that coordination will occur at a later date. Vendors can confirm items shown on the drawings by checking the project specifications that are being issued with the updated drawings, as these specifications will clearly list the quantities and details for each piece required for pricing.

17) Is gym equipment being issued with the RFDP? Is Gym equipment new or moving over? Will the gym equipment be sent to a specialized vendor?

Gym equipment is a combination of new and old. The Owner team is in the process of assessing what will be issued as part of the RFDP.

18) What's the move schedule? Is there a selected vendor?



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- a) The move will be a two-pronged process, including a December 4, 2020 early move and then a December 18, 2020 (afternoon) to December 21, 2020 final move. The early move consists of all items not absolutely required for the last two weeks of school.
- b) Furniture that is moving over will be re-located and installed by a moving vendor. The owner is projecting to formally contract with them in June 2020.

19) Is it possible to stage moved items on new furniture?

This is not preferred. The actual teacher unpacking day is on January 4, 2020.

20) Who is the General Contractor and Architect/Interior Designer?

Gilbane Construction is the sole General Contractor, completing both the interior and base building site work scopes. They are fully contracted, and construction is underway. The Architect and Interior Designer are Stantec Inc. The Contract is a Design Build Contract, meaning the Owner's contract is with Gilbane Construction and Stantec is a subcontractor to Gilbane Construction.

21) What stage is the construction currently at? What is the size of the building?

It is a 7-story building at its highest point. Steel is almost complete. Concrete pours are almost complete. Exterior framing is underway.

22) Contractual Construction Substantial Completion date is December 22, 2020. What does that entail?

The definition of Substantial Completion includes but is not limited to the following:

All Final inspections have been passed and as a result permits will be in the process of being closed out. Most punch list items will also have been completed, although there may be some final touches that are still occurring. As install would be occurring in advance of substantial completion, all areas will have been punched, but punch list corrections will most likely still be occurring in many areas.

23) What are the blacked-out areas in the plans?

Blacked-out areas are areas without loose furniture, not requiring FF&E that would be supplied by the furniture vendor. If more detailed plans of those spaces are required, they are available in the architectural plans.

24) Is the General Contractor doing any architectural furniture?

The General Contractor is doing some pieces, including auditorium seating and library shelving. Nothing provided within the specifications that will accompany the RFDP will be furnished by the General Contractor.

25) How will the site be accessed?

In advance of substantial completion there is a shared ownership between the Construction Contractor and the owner; site access will be coordinated with the Moving vendor, Furniture vendor(s) and General Contractor, via a delivery logistics plan created from input from all parties. When substantially completed, there will be a card access system for the site.



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26) What would be the main means of access?

There is a loading dock, but it is oriented more to accommodate food service delivery. The primary means of access for furniture delivery would be the main entry door.

27) How will the space be secured for access during after-hour install?

The school team will provide whatever supervision is required to provide access to the building during off hours.

28) What staging space will be provided?

The school has large communal hallways at every level which would be good space for lay down. This would enable furniture to be staged in hallways if the room could not be accessed on the date of delivery.

29) How would loose furniture that has a higher security risk be secured, with construction contractors still completing punch list during install process?

The school has made a firm commitment to provide the necessary supervision. If loose lay furniture needs to be installed last, that is an option. If rooms have progressed to a minimum level of punch, it is possible to have rooms with furniture installed in them be locked. These rooms would need to be unlocked by a designated Owner team member in order for subcontractors to complete punch list items.

30) What level of protection do you anticipate furniture vendors needing for installed items in advance of substantial completion?

Flooring protection requirements will be specified as part of the RFDP and transition process. From a flooring perspective, the majority is LVT and polished concrete. The major area that would have to be covered from a flooring perspective would be the main lobby. Outside of flooring protection, the major concern is the protection of walls during the move. Globally, it is the furniture vendor's responsibility to provide their own protection, both of the building and their installed furniture, and these costs should be included in all pricing, with clearly delineated add alternates if vendor deems necessary.

31) If there are items discovered via the punch list that need to be replaced, would that need to be done via off hours?

If the piece was substantial in size, yes. However, off hours for the school would begin at 3, so work could still be performed within a 9-5 workday.

32) Are there building restrictions regarding size of delivery trucks etc.?

Regarding delivery logistics, size of allowable trucks, and timing, there will be as much clarification as is available issued during the RFDP process. The final details will be a part of the coordination between the FF&E vendor(s) moving vendor and general contractor via the delivery logistics plan. If vendors feel that concerns regarding access are having a substantial effect on RFDP pricing, they should submit their concerns to the Owner team via the existing question and answer process.

33) Will there be an opportunity to walk the site in advance of the RFDP? Vendors speculate that price and schedule may be affected by the ability to deliver direct to site.



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Owner team will have preliminary conversation with Gilbane and issue any updated information with the RFDP.

34) Will there be time or access restrictions in respect to road access?

The biggest restriction is coordination with school hours. The access road that would be used to get to site is the same one used by the school for pickup and drop off. Vendors must include coordination with pickup and drop off in the pricing. Dropoff is from 7:30-8:00 am, pickup is from 3- 3:30 p.m.

35) Will there be time or access restrictions in respect to work hours?

For nontraditional hours for work, there is a City Ordinance regarding noise restrictions. The team will work with the City to coordinate the details of the move. All off-hours work must be scheduled well in advance so proper supervision can be provided, and the General Contractor can be notified.

36) The timeline that has been provided is compressed. Are there options to release materials earlier via additional purchase orders? With respect to overseas manufacturers who have 12-16 week lead times.

The July 27, 2020 date of purchase order is a drop-dead date based upon the longest lead times currently projected to be possible. However, if there are items which you believe exceed these timelines, please bring it to the Owner team's attention during the RFDP Process and offer alternatives that would meet the current schedule.

37) The timeline that has been provided is compressed. Are there options to install materials before December 1, 2020? What are parameters and restrictions around install of furniture in advance of substantial completion?

When considering the required install in advance of substantial completion and the potential to install in advance of the December 20, 2020 date, the following factors must be considered:

- a. Punch List - All areas need to have been punched before furniture is installed in them. The earlier the install, the more protection of the furniture itself would be necessitated.**
- b. The current commitments are to have all areas punched at least once before December 1, 2020.**
- c. In order to install furniture in advance of substantial completion, a stocking permit must be achieved for whatever area the furniture or "stocked items" are going to be installed in as well as egress paths. The current plan is to ensure that a stocking permit is achieved for the entire building by December 1, 2020.**
- d. It is possible to achieve a stocking permit sectionally i.e. for one part of the building but not for all. This would be coordinated with the Vendor to create a plan for installation. The order in which sections of the building would be ready for stocking permit applications is to be determined.**

38) What Meetings would the vendor be expected to attend?

The Owner would expect vendor's project manager to attend coordination meetings with the construction contractor and the moving vendor regarding install logistics and timing. The main Owner on-site POC for the furniture vendor would be Ezra Kauffman-Rogoff from the Owner's Representative team.



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39) What is the size of the elevator?

There are two elevators, each one is 5'-9" x 8'-7 ½".

40) What elevator access will be given during install?

Currently all elevators are projected to be installed and be cleared for public use by December 1, 2020, the date FF&E install begins. If this date is not met, the construction contractor is obligated to provide an elevator operator to allow for legal use. There will be one construction elevator available in advance of that, for which the potential usage by a furniture vendor is to be determined, but usage would be limited. If exclusive elevator use is needed, it may have to be on late hours, off hours or weekends and that should be included in the RFDP pricing. If the vendor feels the need to provide alternates based upon an array of different install windows, they should be provided as add alternates with all assumptions and exclusions clearly stated.

41) Is the General Contractor working weekends? Is the moving vendor?

Currently the General Contractor is working most Saturdays. During the final push they may work both Saturdays and Sundays at their discretion. The moving vendor is projected to be working on two weekends, December 5, 2020 - December 6, 2020 and December 19, 2020 - December 20, 2020.

42) What is the desired look for the school?

A professional work environment replicating a college experience. The walls are more muted in color, so the furniture would be often providing a moderate pop of color. Lots of spaces are coordinated for communal lounge furniture to support independent study. Key spaces are branded with school colors. Another factor to be considered is that the school is used year-round for community events, which the design philosophy has also taken into account.

43) Building is LEED gold and Net Zero Energy Ready. Will that apply to the Furniture vendor and package?

Standard language will be included that was included for the Design Builder, i.e. everything must meet the minimum requirements for LEED Gold, for Net Zero energy ready, anything applicable will be included.

44) Website access?

There is a project website as well as a link to information on the city website, showing general renderings and project updates.

45) What does the completed campus look like?

The new school will connect to the existing middle school. After the move the old school will be demolished to make way for a mixed-use development.

46) What is the anticipated furniture warranty process for addressing claims?

The school system would be interested in detail regarding what the warranty and replacement process is based upon manufacturers, based on the Respondant's experience.



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- 47) There is language in the solicitation regarding background checks - is that just for work after substantial completion or before?

It applies to all work before or after substantial completion, as Commonwealth law dictates that all contractors performing work on the school campuses have to submit to background checks.

- 48) BPOL License Requirement - is it necessitated?

It depends on the corporate set up and location of the company. The Office of Revenue is the best avenue for pursuing details on that subject; however, questions can be funneled through the City Purchasing Agent who will assist in getting any answers.

- 49) Under section III., part A, number 5- letter C.) refers to attachment B-Company information and letter D.) refers to attachment C-Company references. Should it actually read Letter C.) Attachment A-Company information and D.) Attachment B-Company references.?

Yes, that is correct.

- 50) Does Falls Church prefer to use Omnia or any of their purchasing contracts for the Project?

No preference, the decision drivers are best value and best interest of the Schools.

- 51) What is the funding structure of the project?

It is a capital funded project so unlike an operations budget project the funding does not cut off at the conclusion of the calendar. A bond is paying for the school funding.

- 52) Should questions be sent directly to the Purchasing Agent while copying the Owner Team, has that Changed?

Please direct all questions directly to the Purchasing Agent who will ensure Owner Team gets the answers.

- 53) Will all questions asked at procurement meeting be distributed to all parties?

Yes, an addendum will be issued as soon as possible after the meeting. Questions received before the March 12, 2020 question cut-off date will be addressed in subsequent addendums. As many addendums as needed will be issued before the final potential addendum issuance date of March 16, 2020. Bidders are instructed to regularly check the City's website for updates.

- 54) Will the answers given verbally at the procurement meeting be the final authority?

No, only written responses are authoritative.

- 55) Will the Hand delivery copy methodology hold for the RFDP?

Yes, it will. In the RFDP process an electronic copy may also be requested, with any proprietary information redacted. In the case of FOIA, proprietary information is never released.

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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL FORCE & EFFECT.

Contractor must take due notice and be governed accordingly. This Addendum is considered a part of the above referenced solicitation.

Acknowledged by:

Name of Firm

Authorized Signature

Date